

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CHILD SUPPORT ENFORCEMENT COORDINATOR**

Jurisdictional Class: **Competitive**
Date Adopted: **12/8/86**
Date Revised: **3/9/87, 4/6/87, 8/1/00 (Spec. Req.)**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **17**

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving support enforcement activities of the Department of Social Services. The work involves both coordinating and directly supervising such functions as investigations, financial record keeping, collections and court actions. General supervision is received from the Commissioner of Social Services with wide leeway allowed for carrying out the specific details of the program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops policy and procedures for implementing State and Federal regulations regarding child support enforcement;
Oversees the support investigation and parent locator functions of a social service district;
Oversees the collection and accounting of child support monies received in a social service district;
Establishes and maintains a close working relationship with the Family Court, the County Attorney, the District Attorney and other law enforcement officials;
Represents the local district in court proceedings involving support;
Establishes and maintains liaison with various units in the local social service district for prompt exchange of case information;
Acts as a correspondent and liaison with the State Office of Child Support and Parent Locator Service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of Federal, State, and Local social service laws, rules and procedures, particularly as they relate to establishment of paternity and enforcement and collection of financial support for dependent children; good administrative ability as required in planning and coordinating the work of social service units performing diverse functions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to prepare reports; tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS recognized college or university with a bachelor's degree **and either**;
- 1) Two (2) years of progressively responsible general business experience, including accounting, or financial record keeping, one (1) year of which must have been in a supervisory capacity; **OR**
 - 2) Two (2) years of progressively responsible investigative experience related to either financial, criminal, insurance or private civil matters, one (1) year of which must have been in a supervisory capacity; **OR**

Last Reviewed: n/a
Last Updated: 3/9/87, 4/6/87, 8/1/00 (Spec. Req.)
Reviewed By: n/a
Last Reallocated: n/a

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(B) Graduation from a regionally accredited or New York State recognized college or university with an associates degree in legal studies or an equivalent training approved by the American Bar Association and either four (4) years experience in areas described in "A" and "B" above;
OR

(C) Graduation from a regionally accredited New York State recognized college or university with an associates degree in business administration or accounting with four (4) years of experience described in "A" or "B" above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.